

CLASSIC REPRINT SERIES

A CLASSIFICATION AND
SUBJECT INDEX, FOR
CATALOGUING AND
ARRANGING THE BOOKS AND
PAMPHLETS OF A LIBRARY



by
Melvil Dewey

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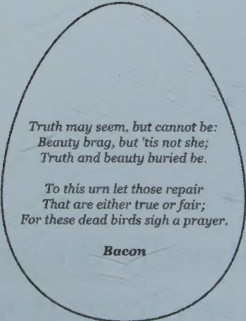
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*Truth may seem, but cannot be:
Beauty brag, but 'tis not she;
Truth and beauty buried be.*

*To this urn let those repair
That are either true or fair;
For these dead birds sigh a prayer.*

Bacon

PROOF.—Please examine this as soon as practicable, mark any corrections or suggestions, and return to the Librarian, Amherst College. The matter is held in type for a few days, to allow any desirable change before the edition is printed. It is earnestly requested that you criticize freely and fully. Please note especially mistakes which have crept into the Index in the hurried proof-reading. Also suggest headings for the places left blank, and any alteration in names or arrangement. May we hear from you within a week?

CLASSIFICATION

SUBJECT INDEX

FOR

CATALOGUING AND ARRANGING

THE

BOOKS AND PAMPHLETS

PREFACE.

The plan of the following Classification and Index was developed early in 1873. It was the result of several months study of library economy as found in some hundreds of books and pamphlets, and in over fifty personal visits to various American libraries. In this study, the author became convinced that the usefulness of these libraries might be greatly increased without additional expenditure. Three years practical use of the system here explained, leads him to believe that it will accomplish this result; for with its aid, the catalogues, shelf lists, indexes, and cross-references essential to this increased usefulness, can be made more economically than by any other method which he has been able to find. The system was devised for cataloguing and indexing purposes, but it was found on trial to be equally valuable for numbering and arranging books and pamphlets on the shelves.

The library is first divided into nine special libraries which are called Classes. These Classes are Philosophy, Theology, &c., and are numbered with the nine digits. Thus Class 9 is the Library of History; Class 7, the Library of Fine Art; Class 2, the Library of Theology. These special libraries or Classes are then considered independently, and each one is separated again into nine special Divisions of the main subject. These Divisions are numbered from 1 to 9 as were the Classes. Thus 59 is the 9th Division (Zoology) of the 5th Class (Natural Science). A final division is then made by separating each of these Divisions into nine Sections which are numbered in the same way, with the nine digits. Thus 513 is the 3d Section (Geometry) of the 1st Division (Mathematics) of the 5th Class (Natural Science). This number, giving Class, Division, and Section, is called the Classification or Class Number, and is applied to every book or pamphlet belonging to the library. All the Geometries are thus numbered 513, all the Mineralogies 549, and so throughout the library, all the books on any given subject bear the number of that subject in the scheme. Where a 0 occurs in a class number, it has its normal zero power. Thus, a book numbered 510, is Class 5, Division 1, but *no* Section. This signifies that the book treats of the Division 51 (Mathematics) in general, and is not limited to any one Section, as is the Geometry, marked 513. If marked 500, it would indicate a treatise on Science in general, limited to *no* Division. A zero occurring in the first place would in the same way show that the book is limited to *no* Class. The classification is mainly made

by subjects or content regardless of *form*; but it is found practically useful to make an additional distinction in these general treatises, according to the form of treatment adopted. Thus, in Science we have a large number of books treating of Science in general, and so having a 0 for the Division number. These books are then divided into Sections, as are those of the other Classes according to the form they have taken on. We have the Philosophy and History of Science, Scientific Compends, Dictionaries, Essays, Periodicals, Societies, Education, and Travels,—all having the common subject, NATURAL SCIENCE, but treating it in these varied forms. These form distinctions are introduced here because the number of general works is large, and the numerals allow of this division, without extra labor for the numbers from 501 to 509 would otherwise be unused. They apply *only* to the general treatises, which, without them, would have a class number ending with two zeros. A Dictionary of Mathematics is 510, not 503, for every book is assigned to the *most specific head that will contain it*, so that 503 is limited to Dictionaries or Cyclopedias of Science *in general*. In the same way a General Cyclopedia or Periodical treats of no one class, and so is assigned to the Class 0. These books treating of no special class, but general in their character, are divided into Cyclopedias, Periodicals, etc. No difficulty is found in following the arithmetical law and omitting the initial zero, so these numbers are printed 31, 32, etc., instead of 031, 032, etc.

The selection and arrangement of the thousand headings of the classification cannot be explained in detail for want of space. In all the work, philosophical theory and accuracy have been made to yield to practical usefulness. The impossibility of making a satisfactory classification of all knowledge as preserved in books, has been appreciated from the first, and nothing of the kind attempted. Theoretical harmony and exactness has been repeatedly sacrificed to the practical requirements of the library or to the convenience of the department in the college. As in every scheme, many minor subjects have been put under general heads to which they do not strictly belong. In some cases these headings have been printed in a distinctive type, e. g., 429 SAXON, under ENGLISH PHILOLOGY. The rule has been to assign these subjects to the most nearly allied heads, or where it was thought they would be most useful. The only alternative was to omit them altogether. If any such omission occurs, it is unintentional and will be supplied as soon as discovered. Wherever practicable the heads have been so arranged that each subject is preceded and followed by the most nearly allied subjects and thus the greatest convenience is secured both in the catalogues and on the shelves. Theoretically, the division of every subject into just nine heads is absurd. Practically, it is desirable that the classification be as minute as possible without the use of additional figures, and the decimal principle on which our scheme hinges allows nine divisions as readily as a less number. This principle has proved wholly satisfactory in practice though it appears to destroy proper co-ordination in some places. It has seemed best in our library to use uniformly three figures in the class number. This enables us

to classify certain subjects very minutely, giving, for example, an entire section to Chess. But the History of England has only one section, as our scheme is developed, and thus the two might be said to be co-ordinated. The apparent difficulty in such cases is entirely obviated by the use of a fourth figure, giving nine sub-sections to any subject of sufficient importance to warrant closer classification. In history where the classification is made wholly by countries, a fourth figure is added to give a division into *periods*. As the addition of each figure gives a ten fold division, any desired degree of minuteness may be secured in the classing of special subjects. The apparent lack of co-ordination arises from the fact that only the first three figures of these more important heads are as yet printed, the fourth figure and the sub-sections being supplied on the catalogues in manuscript. Should the growth of any of these sub-sections warrant it, a fifth figure will be added, for the scheme admits of expansion without limit.

The arrangement of headings has been sometimes modified to secure a mnemonic aid in numbering and finding books without the Index. For instance, the scheme is so arranged that China has always the number 1. In Ancient History, it has the first section, 931: in Modern History, under Asia, it has 951: in Philology, the Chinese language appears as 491. After the same manner the Indian number is 2; Egyptian, 4; English, 2; German, 3; French, 4; Italian, 5; Spanish, 6; European, 4; Asian, 5; African, 6; North American, 7; South American, 8; and so for all the divisions by languages or countries. The Italian 5, for instance, will be noticed in 35, 55, 450, 755, 850, and 945. This mnemonic principle is specially prominent in Philology and Literature and their divisions, and in the *form* distinctions used in the first 9 sections of each class. Materials, Methods, or Theory occurring anywhere as a head, bears always the number 1. Dictionaries and Cyclopedias, 3; Essays, 4; Periodicals, 5; Associations, Institutions, and Societies, 6; Education, 7; Collections, 9. In the numerous cases where several minor heads have been grouped together under the head Other, it always bears the number 9. Wherever practicable, this principle is carried out in sub-dividing the sections. For instance, the Geology of North America, which bears the number 557 is sub-divided by adding the *sections* of 970 (History of North America). The Geology of Mexico then bears the number 5578: mnemonically, the first 5 is the Science number; the second 5, Geology; the 7, North America; and the 8, Mexico. Any library attendant or reader after using the scheme a short time will recognize at a glance, any catalogue or ledger entry, book or pamphlet, marked 5578 as something on the Geology of Mexico. Users of the scheme will notice this mnemonic principle in several hundred places in the classification, and will find it of great practical utility in numbering and finding books without the aid of Catalogue or Index, and in determining the character of any book simply from its call number as recorded on the book, on all its catalogue and cross reference cards, on the ledger, and in the check box.

In naming the headings, brevity has been secured in many cases at the sacrifice of exactness. It was thought more important to have short, familiar titles

for the headings than that the names given should express with fullness and exactness the character of all books catalogued under them. Many subjects, apparently omitted, will be found in the Index, assigned, with allied subjects, to a heading which bears the name of the most important only. Reference to this Subject Index will decide at once any doubtful points.

In arranging books in the classification, as in filling out the scheme, practical usefulness has been esteemed the most important thing. The effort has been to put each book under the subject to the student of which it would be most useful. The content or the real subject of which a book treats, and not the form or the accidental wording of the title, determines its place. Following this rule, a Philosophy of Art is put with Art, not with Philosophy; a History of Mathematics, with Mathematics, not with History; for the philosophy and history are simply the *form* which these books have taken. The true content or subject is Art, and Mathematics, and to the student of these subjects they are most useful. The predominant tendency or obvious purpose of the book, usually decides its class number at once; still many books treat of two or more different subjects, and in such cases it is assigned to the place where it will be most useful, and underneath the class number are written the numbers of any other subjects on which it also treats. These *Cross References* are given both on the plate and the subject card as well as on the cross reference card. If a book treats of a majority of the sections of any division, it is given the Division number instead of the most important Section number with cross references.

Collected works, libraries, etc., are either kept together and assigned like individual books to the most specific head that will contain them; or assigned to the most prominent of the various subjects on which they treat with cross references from the others; or are separated and the parts classed as independent works. Translations are classed with their originals.

The Alphabetical Subject Index is designed to guide, both in numbering and in finding the books. In numbering, the most specific head that will contain the book having been determined, reference to that head in the Index will give the class number to which it should be assigned. In finding books on any given subject, reference to the Index will give the number under which they are to be sought on the shelves, in the Shelf Catalogue, or in the Subject Catalogue. The Index gives after each subject the number of the class to which it is assigned. Most names of countries, towns, animals, plants, minerals, diseases, &c., have been omitted, the aim being to furnish an Index of Subjects on which books are written, and not a Gazetteer or a Dictionary of all the nouns in the language. Such subjects will be found as special chapters or sections of books on the subjects given in the Index. The names of individual subjects of biographies will be found in the Class List of Biography. Omissions of any of the more general subjects will be supplied when brought to notice.

In arranging the books on the shelves, the absolute location by shelf and book number is wholly abandoned, the relative location by class and book number

being one of the most valuable features of the plan. The class number serves also as the location number and the shelf number in common use is entirely dispensed with. Accompanying the class number is the *book* number, which prevents confusion of different books on the same subject. Thus the first Geometry catalogued is marked 513·1; the second 513·2, and so on to any extent, the last number showing how many books the library has on that subject. The books of each section are all together, and arranged by book numbers, and these sections are also arranged in simple numerical order throughout the library. The call number 513·11 signifies not the 11th book on shelf 513; or alcove 5, range 1, shelf 3, as in most libraries, but signifies the 11th book in subject 513 or the 11th Geometry belonging to the library. In finding the book, the printed numbers on the backs are followed, the upper being the class and the lower the book number. The class is found in its numerical order among the classes as the shelf is found in the ordinary system: the book in its numerical order in the class. The shelves are not numbered, as the increase of different departments, the opening of new rooms, and any arrangement of classes to bring the books most circulated nearest to the delivery desk, will bring different class numbers on a given shelf. New books as received are numbered and put into place, in the same way that new titles are added to the card catalogue.

The single digit occasionally prefixed to the book number, e. g. the 3 in 421·3·7 is the nearest height in decimeters of books too large to be put on the regular library shelves, which are only $2\frac{1}{2}$ decimeters apart. The great mass of the library consists of 2-decimeter books, the size numbers of which are omitted. Books from $2\frac{1}{2}$ to $3\frac{1}{2}$ decimeters in height have 3 prefixed to the book number, and are found on the bottom shelf of each range. The larger sizes are prefixed with 4, 5, &c., and are found on the special shelves provided, in order to avoid the great waste of space otherwise occasioned by the relative location. By this use of the size numbers a close economy of space is secured.

Thus all the books on any given subject are found standing together, and no additions or changes over separate them. Not only are all the books on the subject sought, found together, but the most nearly allied subjects precede and follow, they in turn being preceded and followed by other allied subjects as far as practicable. Readers not having access to the shelves find the short titles arranged in the same order on the Shelf Catalogue, and the full titles, imprints, cross references, notes, &c., on the Subject Catalogue. The uncatalogued pamphlets treating of any subject bear the same class number and are arranged on the shelves immediately after the books of each section.

In both the Author's Catalogue and the Subject Index, brevity has been studied because of the economy, but more because of the much greater ease of reference to a short title catalogue. The custom of giving full titles, etc., under authors, and only references or very brief titles under subjects, has been reversed. A reader seeking a book of a *known author*, in the vast majority of cases, wants simply the number by which to call for it, and can find it much quicker in a brief

title catalogue. In the rare cases where more is needed the class number refers instantly to all these facts on the cards. On the other hand, a reader seeking books on a *known subject*, needs the full title, imprint, cross-references, and notes, to enable him to choose the book best suited to his wants.

The Subject Catalogue is a full title Shelf List on cards and is for the use of the public. The Shelf List is a short title Subject Catalogue in book form, made of separate sheets laced into an Emerson binder, and is for official use. We thus have without extra labor, both full and short title Subject Catalogues and Shelf Lists. The public Authors' Catalogue is a printed volume; the official Authors' Catalogue or Index is on cards. As a result each of the public Catalogues is checked by an official Catalogue; each of the card Catalogues by a book Catalogue; each of the brief title catalogues by a full title catalogue—an advantage that will be appreciated by all librarians desiring accuracy of administration and catalogues.

The arabic numerals can be written and found quicker, and with less danger of confusion or mistake, than any other symbols whatever. Therefore the Roman numerals, capitals and small letters, and similar symbols usually found in systems of classification are entirely discarded and by the exclusive use of Arabic numerals in their regular order throughout the shelves, classifications, indexes, catalogues and records, there is secured the greatest accuracy, economy, and convenience. This advantage is specially prominent in comparison with systems where the name of the author or the title must be written in calling for or charging books and in making references.

Throughout the catalogues the number of a book shows not only *where* it is but *what* it is. On the library accounts the character of each person's reading is clearly indicated by the numbers charged, and the minutest statistics of circulation in any subject are made by simply counting the call slips in the check box, and recording the number against the class number in the record.

By the use of size numbers the greatest possible economy of space may be secured, for the size distinction may be made for every inch or even less if desired, and this without additional labor, as it will be seen that the size figure, when introduced, requires one less figure in the book number, and so does not increase the number of digits as would at first appear.

Parts of sets, and books on the same or allied subjects, are never separated as they are sure to be, sooner or later, in every library arranged on the common plan, unless it be frequently re-arranged and re-catalogued. The great expense of this re-cataloguing makes it impracticable except for a few very wealthy libraries. In this system the catalogue and book numbers remain unchanged through all changes of shelving, buildings, or arrangement. In addition to its own peculiar merits, this plan has all the advantages of the card catalogue principle and of the relative location, which have been used and very strongly approved by prominent libraries.

As in the card catalogue system there is room for indefinite expansion without

devices or provisions. Space is the only requisite and if the shelf room is exhausted, the floor space is equally good, except for the inconvenience of stooping.

Some prominent opponents of classed catalogues have admitted that the Subject Index, in deciding where to class a book at first, and where to look for it ever afterwards, has removed their strongest objections. Certainly it would be impossible to make an Index more cheaply or more easy of reference, it being a single alphabet, of single words, followed by single numbers.

These class numbers applied to pamphlets have proved specially satisfactory. The number is written on the upper left corner and the pamphlets are arranged either in pamphlet cases with the books on the same subject or on special shelves divided every decimotor by perpendicular sections. As each pamphlet is examined when received into the library, it is the work of a single moment to pencil on it its class number. There is no expense whatever incurred, and yet the entire pamphlet resources of the library on any subject can be produced almost instantly. The immense advantages of this plan over those in common use, both in economy and usefulness, will be appreciated by every librarian caring for a pamphlet collection. A catalogue of authors may be made on slips if desired. The pamphlets themselves are the best Subject Catalogue.

Though designed wholly for library use, the plan has proved of great service in preserving newspaper clippings in large envelopes arranged by class numbers; and more especially in taking the place of the common note-book and Index-Rerum. Slips of uniform size are used with the class number of the subject written on the corner. Minute alphabetical headings are used under each class number, the slips being arranged in numerical order like the Subject Card Catalogue. Clippings and notes arranged in this way are at all times their own complete index, and have the same advantages over the common scrap and note-books that the Subject Catalogue has over the Accessions Book, in looking up the resources of the library on any given subject. Those who have tried this method are so enthusiastic in its praise that it seemed worthy of mention in this place.

The plan was adopted in the Amherst College Library in 1873, and the work of transferring the entire library to the new catalogue at once commenced. It was found entirely practicable to make the change gradually, as means allowed, without interfering in any appreciable degree with the circulation of the books. The three years trial to which it has been there subjected has more than justified the claims of its friends, and it is now printed with the more confidence on this account. It has been kept in manuscript up to this time, in order that the many minor details might be subjected to actual trial and modified where improvement was possible. The labor involved in preparing the Classification and Index has been wholly beyond the appreciation of any who have never attempted a similar task. Much valuable aid has been rendered by specialists in many departments, and nearly every member of the Faculty has given advice from time to time. Among the many to whom thanks are due, special mention should be made of

Mr. C. A. Cutter, the librarian of the Boston Athenæum, and Prof. John Fiske, of the Harvard University library for valuable suggestions and appreciative criticism. While these friends are in no way responsible for any remaining imperfections in the scheme, they should have credit for many improvements which have been made during these three years of revision. The essential character of the plan has remained unchanged from the first. Doubtless other improvements are still possible, and it is hoped that users of the scheme will call attention to any proposed change in the naming or arrangement of the headings, or to any omission which should be supplied in the Subject Index.

Before printing, the plan was submitted to quite a number of librarians for criticism. Among the hundreds of points raised as to its practical workings and usefulness there was only one in which it was not shown to be equal or superior to any other system known. This objection applied only to the arrangement on the shelves; not at all to the catalogues or indexes. It was, that in this relative location, a book which this year stands, e. g., at the end of a certain shelf, may not be on that shelf at all another year, because of the uneven growth of the parts of the library. This slight objection inheres in any system where the books are arranged by *subjects* rather than by windows, doors, shelves, and similar non-intellectual distinctions.

In this hurriedly prepared account of his plan, the author has doubtless failed to meet many objections which may be raised and which he could easily answer. He would therefore ask the privilege of replying personally to any such objections, where they arise, believing that it will be possible to answer, if not all, at least a very large proportion.

In his varied reading, correspondence, and conversation on the subject, the author doubtless received suggestions and gained ideas which it is now impossible for him to acknowledge. Perhaps the most fruitful source of ideas was the *Nuovo Sistema di Catalogo Bibliografico Generale* of Natale Battezzati, of Milan. Certainly he is indebted to this system adopted by the Italian publishers in 1871, though he has copied nothing from it. The plan of the St. Louis Public School Library, and that of the Apprentices' Library of New York, which in some respects resemble his own, were not seen till all the essential features were decided upon, though not given to the public. In filling the nine classes of the scheme the inverted Baconian arrangement of the St. Louis Library has been followed. The author has no desire to claim original invention for any part of his system where another has been before him, and would most gladly make specific acknowledgment of every aid and suggestion were it in his power to do so. With these general explanations and acknowledgments he submits the scheme, hoping it may prove as useful to others as it has to himself.

AMHERST COLLEGE LIBRARY,

June 10th, 1876.

Those interested will find fuller explanations and remarks in the Library volume now being printed by the Bureau of Education at Washington.

PHILOSOPHY,
THEOLOGY,
SOCIOLOGY,
PHILOLOGY,
NATURAL SCIENCE
USEFUL ARTS,
FINE ARTS,
LITERATURE,
HISTORY.

DIVISIONS

0		500	Natural Science.	
10	BIBLIOGRAPHY.	510	MATHEMATICS.	
20	BOOK RARITIES.	520	ASTRONOMY.	
30	GENERAL CYCLOPEDIAS.	530	PHYSICS.	
40	POLYGRAPHY.	540	CHEMISTRY.	
50	GENERAL PERIODICALS.	550	GEOLOGY.	
60	GENERAL SOCIETIES.	560	PALEONTOLOGY.	
70		570	BIOLOGY.	
80		580	BOTANY.	
90		590	ZOOLOGY.	
100	Philosophy.	600	Useful Arts.	
110	METAPHYSICS.	610	MEDICINE.	
120		620	ENGINEERING.	
130	ANTHROPOLOGY.	630	AGRICULTURE.	
140	SCHOOLS OF PSYCHOLOGY.	640	DOMESTIC ECONOMY.	
150	MENTAL FACULTIES.	650	COMMUNICATION AND COMMERCE.	
160	LOGIC.	660	CHEMICAL TECHNOLOGY.	
170	ETHICS.	670	MANUFACTURES.	
180	ANCIENT PHILOSOPHIES.	680	MECHANIC TRADES.	
190	MODERN PHILOSOPHIES.	690	BUILDING.	
200	Theology.	700	Fine Arts.	
210	NATURAL THEOLOGY.	710	LANDSCAPE GARDENING.	
220	BIBLE.	720	ARCHITECTURE.	
230	DOCTRINAL THEOLOGY.	730	SCULPTURE.	
240	PRACTICAL AND DEVOTIONAL.	740	DRAWING AND DESIGN.	
250	HOMILETICAL AND PASTORAL.	750	PAINTING.	
260	INSTITUTIONS AND MISSIONS.	760	ENGRAVING.	
270	ECCLESIASTICAL HISTORY.	770	PHOTOGRAPHY.	
280	CHRISTIAN SECTS.	780	MUSIC.	
290	NON-CHRISTIAN RELIGIONS.	790	AMUSEMENTS.	
300	Sociology.	800	Literature.	
310	STATISTICS.	810	TREATISES AND COLLECTIONS.	
320	POLITICAL SCIENCE.	820	ENGLISH.	
330	POLITICAL ECONOMY.	830	GERMAN.	
340	LAW.	840	FRENCH.	
350	ADMINISTRATION.	850	ITALIAN.	
360	ASSOCIATIONS AND INSTITUTIONS.	860	SPANISH.	
370	EDUCATION.	870	LATIN.	
380	COMMERCE AND COMMUNICATION.	880	GREEK.	
390	CUSTOMS AND COSTUMES.	890	OTHER LANGUAGES.	
400	Philology.	900	History.	
410	COMPARATIVE.	910	GEOGRAPHY AND DESCRIPTION.	
420	ENGLISH.	920	BIOGRAPHY.	
430	GERMAN.	930	ANCIENT HISTORY.	
440	FRENCH.	940	Modern. {	EUROPE.
450	ITALIAN.	950		ASIA.
460	SPANISH.	960		AFRICA.
470	LATIN.	970		NORTH AMERICA.
480	GREEK.	980		SOUTH AMERICA.
490	OTHER LANGUAGES.	990		OCEANICA AND POLAR REGIONS.

0		50	General Periodicals.
1		51	American.
2		52	English.
3		53	German.
4		54	French.
5		55	Italian.
6		56	Spanish.
7		57	Slavic.
8		58	Scandinavian.
9		59	Other.
10	Bibliography.	60	General Societies.
11	General Bibliographies.	61	American.
12	Special Forms.	62	English.
13	<i>Manuscripts.</i>	63	German.
14	<i>Anonyms, Pseudonyms.</i>	64	French.
15	Special Countries.	65	Italian.
16	" Subjects.	66	Spanish.
17	Subject Catalogues.	67	Slavic.
18	Authors "	68	Scandinavian.
19	Library Economy and Reports.	69	Other.
20	Book Rarities.	70	
21	Manuscripts.	71	
22	Block Books.	72	
23	Early Printed.	73	
24	Celebrated Printers.	74	
25	" Binders.	75	
26	Materials.	76	
27	Ownership.	77	
28	Prohibited.	78	
29	Other.	79	
30	General Cyclopedias.	80	
31	American.	81	
32	English.	82	
33	German.	83	
34	French.	84	
35	Italian.	85	
36	Spanish.	86	
37	Slavic.	87	
38	Scandinavian.	88	
39	Other.	89	
40	Polygraphy.	90	
41	American.	91	
42	English.	92	
43	German.	93	
44	French.	94	
45	Italian.	95	
46	Spanish.	96	
47	Slavic.	97	
48	Scandinavian.	98	
49	Other.	99	

PHILOSOPHY.

100 Philosophy.

- 101
- 102 Compenda.
- 103 Dictionaries.
- 104 Essays.
- 105 Periodicals.
- 106 Societies.
- 107 Education.
- 108
- 109 History.

110 Metaphysics.

- 111 Ontology.
- 112 Methodology.
- 113 Cosmology.
- 114
- 115
- 116
- 117
- 118
- 119

120

- 121
- 122
- 123
- 124
- 125
- 126
- 127
- 128
- 129
- 130
- 131 Mental physiology and hygiene.
- 132 Mental derangements.
- 133 Delusions, witchcraft, magic.
- 134 Mesmerism.
- 135 Sleep, dreams, somnambulism.
- 136 Sexes.
- 137 Temperaments.
- 138 Physiognomy.
- 139 Phrenology.

140 Schools of Psychology.

- 141 Idealistic.
- 142 Critical.
- 143 Intuitive.
- 144 Empirical.
- 145 Sensational.
- 146 Materialistic.
- 147 Pantheistic.
- 148 Eclectic.
- 149 Other.

150 Mental Faculties.

- 151 Intellect.
- 152 Sense.
- 153 Understanding.
- 154 Memory.
- 155 Reason.
- 156 Imagination.
- 157 Susceptibility.
- 158 Instincts.
- 159 Will.

160 Logic.

- 161 Inductive.
- 162 Deductive.
- 163 Assent.
- 164
- 165
- 166
- 167
- 168
- 169

170 Ethics.

- 171 Theoretical.
- 172 State.
- 173 Family.
- 174 Business.
- 175 Amusements.
- 176 Sexual.
- 177 Social.
- 178 Temperance.
- 179 Other.

180 Ancient Philosophies.

- 181 Oriental.
- 182 Early Greek.
- 183 Sophistic and Socratic.
- 184 Platonic.
- 185 Aristotelian.
- 186 Pyrrhonist and New Platonist.
- 187 Epicurean.
- 188 Stoic.
- 189 Patristic.

190 Modern Philosophies.

- 191 American.
- 192 English.
- 193 German.
- 194 French.
- 195 Italian.
- 196 Spanish.
- 197 Arabian.
- 198 Scholastic.
- 199 Other.

THEOLOGY.

200 Theology.

- 201 Philosophy
- 202 Compendis.
- 203 Dictionaries.
- 204 Essays.
- 205 Periodicals.
- 206 Societies.
- 207 Education.
- 208
- 209 History.

210 Natural Theology.

- 211 Theism and Atheism.
- 212 Pantheism.
- 213 Creation.
- 214 Providence.
- 215 Religion and science.
- 216 Evil.
- 217 Prayer.
- 218 ~~Future Life~~
- 219

220 Bible.

- 221 Old Testament.
- 222 *Historical books.*
- 223 *Poetical* "
- 224 *Prophetical* "
- 225 New Testament.
- 226 *Gospels and Acts.*
- 227 *Epistles.*
- 228 *Apocalypse.*
- 229 Apocrypha.

230 Doctrinal.

- 231 God.
- 232 Christ.
- 233 Man.
- 234 Salvation.
- 235 Angels.
- 236 Death and resurrection.
- 237 Future state.
- 238 Inspiration.
- 239 Apologetics.

240 Practical and Devotional.

- 241 Didactic. — *Catechism*
- 242 Meditative.
- 243 Hortatory.
- 244 Ritual.
- 245 Hymnology.
- 246 Public worship.
- 247 Social "
- 248 Private "
- 249 Religious fiction and anecdote.

250 Homiletical and Pastoral.

- 251 Homiletics.
- 252 Sermons.
- 253 *Doctrinal.*
- 254 *Practical.*
- 255 *Religion and Science.*
- 256 *Political.*
- 257 *Ordination.*
- 258 *Expository.*
- 259 *Commemorative.*

260 Institutions and Missions.

- 261 Church.
- 262 *Ecclesiastical polity.*
- 263 Sabbath.
- 264 Baptism.
- 265 Lord's Supper.
- 266 Missions.
- 267 *Foreign.*
- 268 Sunday schools.
- 269 Revivals.

270 Ecclesiastical History.

- 271 Religious orders.
- 272 Persecutions.
- 273 Doctrines.
- 274 Europe.
- 275 Asia.
- 276 Africa.
- 277 North America.
- 278 South America.
- 279 Oceanica.

280 Christian Sects.

- 281 Oriental.
- 282 Roman Catholic.
- 283 English and Protestant Episcopal.
- 284 Presbyterian.
- 285 Congregational.
- 286 Baptist.
- 287 Methodist.
- 288 Unitarian and Universalist.
- 289 Other Christian sects.

290 Non-Christian Religions.

- 291 Comparative mythology.
- 292 Greek and Roman mythology.
- 293 Norse mythology.
- 294 Brahminism and Buddhism.
- 295 Parseeism.
- 296 Judaism.
- 297 Mohamedanism.
- 298 Mormonism.
- 299 Other.

SOCIOLOGY

300 Sociology.

- 301 Philosophy.
- 302 Compenda.
- 303 Dictionaries.
- 304 Essays.
- 305 Periodicals.
- 306 Societies.
- 307
- 308
- 309 History.

310 Statistics.

- 311 Methods.
- 312 Progress of population.
- 313 Progress of civilization.
- 314 Europe.
- 315 Asia.
- 316 Africa.
- 317 North America.
- 318 South America.
- 319 Oceanica.

320 Political Science.

- 321 Patriarchal Institutions.
- 322 Feudal "
- 323 Monarchic "
- 324 Republican "
- 325 Colonies and Emigration.
- 326 Slavery.
- 327 Foreign and Domestic relations.
- 328 Legislative annals.
- 329 Political essays and speeches.

330 Political Economy.

- 331 Capital and labor.
- 332 Banks and money.
- 333 Stocks, rents, and income.
- 334 Credit and interest.
- 335 Communism.
- 336 Public funds and taxation.
- 337 Protection and free trade.
- 338 Production.
- 339 Pauperism.

340 Law.

- 341 International.
- 342 Constitutional and administrative.
- 343 Statute and common.
- 344 Equity.
- 345 Criminal.
- 346 Maritime.
- 347 Martial.
- 348 Evidence and Forms of practice.
- 349 Civil and Canon.

350 Administration.

- 351 Civil Service.
- 352 *Treasury.*
- 353 *Interior.*
- 354 *Police.*
- 355 *Army.*
- 356 *Infantry.*
- 357 *Cavalry.*
- 358 *Artillery.*
- 359 *Navy.*

360 Associations and Institutions.

- 361 Charitable.
- 362 Religious.
- 363 Political.
- 364 Reformatory and Sanitary.
- 365 Prisons.
- 366 Secret Societies.
- 367 Trades Unions.
- 368 Insurance.
- 369 Other.

370 Education.

- 371 Teachers, methods, and discipline.
- 372 Elementary.
- 373 Higher.
- 374 Self-education.
- 375 Classical and real.
- 376 Female.
- 377 Religious and secular.
- 378 Schools and Colleges.
- 379 Reports.

380 Commerce, Communication.

- 381 Domestic trade.
- 382 Foreign trade.
- 383 Post office.
- 384 Telegraph.
- 385 Railroad and express.
- 386 Canal transportation.
- 387 River and ocean transportation.
- 388 City transit.
- 389 Weights and measures.

390 Customs and Costumes.

- 391 Ancient.
- 392 Mediaeval.
- 393 Modern.
- 394 *Europe.*
- 395 *Asia.*
- 396 *Africa.*
- 397 *North America.*
- 398 *South America.*
- 399 *Oceanica.*

PHILOLOGY.

400 Philology.

- 401 Philosophy.
- 402 Compendis.
- 403 Dictionaries.
- 404 Essays.
- 405 Periodicals.
- 406 Societies.
- 407 Education.
- 408
- 409 History.

410 Comparative.

- 411 Orthography.
- 412 Etymology.
- 413 Dictionaries.
- 414 Phonology.
- 415 Grammar.
- 416 Prosody.
- 417 Inscriptions.
- 418 Texts.
- 419 Hieroglyphics.

420 English.

- 421 Orthography.
- 422 Etymology.
- 423 Dictionaries.
- 424 Synonyms.
- 425 Grammar.
- 426 Prosody.
- 427 Dialects.
- 428 Texts.
- 429 Saxon.

430 German.

- 431 Orthography.
- 432 Etymology.
- 433 Dictionaries.
- 434 Synonyms.
- 435 Grammar.
- 436 Prosody.
- 437 Dialects.
- 438 Texts.
- 439 Dutch and Low German.

440 French.

- 441 Orthography.
- 442 Etymology.
- 443 Dictionaries.
- 444 Synonyms.
- 445 Grammar.
- 446 Prosody.
- 447 Dialects.
- 448 Texts.
- 449 Old French, Provençal.

450 Italian.

- 451 Orthography.
- 452 Etymology.
- 453 Dictionaries.
- 454 Synonyms.
- 455 Grammar.
- 456 Prosody.
- 457 Dialects.
- 458 Texts.
- 459 Romansh and Wallachian.

460 Spanish.

- 461 Orthography.
- 462 Etymology.
- 463 Dictionaries.
- 464 Synonyms.
- 465 Grammar.
- 466 Prosody.
- 467 Dialects.
- 468 Texts.
- 469 Portuguese.

470 Latin.

- 471 Orthography.
- 472 Etymology.
- 473 Dictionaries.
- 474 Synonyms.
- 475 Grammar.
- 476 Prosody.
- 477 Dialects.
- 478 Texts.
- 479 Medieval Latin.

480 Greek.

- 481 Orthography.
- 482 Etymology.
- 483 Dictionaries.
- 484 Synonyms.
- 485 Grammar.
- 486 Prosody.
- 487 Dialects.
- 488 Texts.
- 489 Modern Greek.

490 Other Languages.

- 491 Chinese.
- 492 Egyptian.
- 493 Semitic.
- 494 Indian.
- 495 Iranian.
- 496 Celtic.
- 497 Slavic.
- 498 Scandinavian.
- 499 Other.

NATURAL SCIENCE.

500 Natural Science.

- 501 Philosophy.
- 502 Compenda.
- 503 Dictionaries.
- 504 Essays.
- 505 Periodicals.
- 506 Societies.
- 507 Education.
- 508 Travels.
- 509 History.

510 Mathematics.

- 511 Arithmetic.
- 512 Algebra.
- 513 Geometry.
- 514 Trigonometry.
- 515 Conic sections.
- 516 Analytical geometry.
- 517 Calculus.
- 518 Quaternions.
- 519 Probabilities.

520 Astronomy.

- 521 Theoretical.
- 522 Practical.
- 523 Descriptive.
- 524 Maps.
- 525 Observations.
- 526 Figure of the earth.
- 527 Navigation.
- 528 Almanacs.
- 529 Chronology.

530 Physics.

- 531 Mechanics.
- 532 Hydrostatics.
- 533 Pneumatics.
- 534 Heat.
- 535 Acoustics.
- 536 Optics.
- 537 Electricity.
- 538 Magnetism.
- 539 Molecular physics.

540 Chemistry.

- 541 Theoretical.
- 542 Experimental.
- 543 Analysis.
- 544 *Qualitative.*
- 545 *Quantitative.*
- 546 Inorganic.
- 547 Organic.
- 548 Crystallography.
- 549 Mineralogy.

550 Geology.

- 551 Physical Geography, Meteorology.
- 552 Lithology.
- 553 Dynamical geology.
- 554 Europe.
- 555 Asia.
- 556 Africa.
- 557 North America.
- 558 South America.
- 559 Oceanica.

560 Palcontology.

- 561 Plants.
- 562 Invertebrates.
- 563 *Protozoa and Radiates.*
- 564 *Mollusca.*
- 565 *Articulates.*
- 566 Vertebrates.
- 567 *Fishes.*
- 568 *Reptiles and Birds.*
- 569 *Mammals.*

570 Biology.

- 571 Prehistoric Archæology.
- 572 Ethnology.
- 573 Natural History of Man.
- 574 Homologies.
- 575 Evolution.
- 576 Embryology.
- 577 Spontaneous Generation.
- 578 Microscopy.
- 579 Collectors' Manuals.

580 Botany.

- 581 Physiological.
- 582 Systematic.
- 583 Ornamental.
- 584 Europe.
- 585 Asia.
- 586 Africa.
- 587 North America.
- 588 South America.
- 589 Oceanica.

590 Zoology.

- 591 Comparative Anatomy.
- 592 Invertebrates.
- 593 *Protozoa and Radiates.*
- 594 *Mollusca.*
- 595 *Articulates.*
- 596 Vertebrates.
- 597 *Fishes.*
- 598 *Reptiles and Birds.*
- 599 *Mammals.*

USEFUL ARTS.

600 Useful Arts.

- 601 Philosophy.
- 602 Compendis.
- 603 Dictionaries.
- 604 Essays.
- 605 Periodicals.
- 606 Societies.
- 607 Education.
- 608 Patents.
- 609 History.

610 Medicine.

- 611 Anatomy.
- 612 Physiology.
- 613 Hygiene.
- 614 Public health.
- 615 Materia medica and therapeutics.
- 616 Pathology, theory and practice.
- 617 Surgery and dentistry.
- 618 Obstetrics and sexual science.
- 619 Veterinary medicine.

620 Engineering.

- 621 Mechanical.
- 622 Topographical.
- 623 Military.
- 624 Bridge.
- 625 Road and Railroad.
- 626 Canal.
- 627 Harbor.
- 628 Hydraulic and mining.
- 629 Instruments and field books.

630 Agriculture.

- 631 Soil and preparation.
- 632 Pests and hindrances.
- 633 Productions of the soil.
- 634 Fruits.
- 635 Garden.
- 636 Domestic animals.
- 637 Dairy.
- 638 Bees and silkworm.
- 639 Fishing, trapping.

640 Domestic Economy.

- 641 Cookery.
- 642 Confectionery.
- 643 Food and dining.
- 644 Fuel and lights.
- 645 Furniture.
- 646 Clothing and toilet.
- 647 Servants.
- 648 Laundry.
- 649 Nursery and sick-room.

650 Communication, Commerce.

- 651 Writing.
- 652 *Penmanship.*
- 653 *Short hand.*
- 654 Telegraphy.
- 655 Printing.
- 656 Navigation and transportation.
- 657 Book-keeping.
- 658 Business manuals.
- 659 Other.

660 Chemical Technology.

- 661 Chemicals.
- 662 Pyrotechnics.
- 663 Wines, liquors, and ales.
- 664 Sugar, salt, starch, etc.
- 665 Gas.
- 666 Glass.
- 667 Dyeing and bleaching.
- 668 Assaying.
- 669 Metallurgy.

670 Manufactures.

- 671 Metals.
- 672 *Iron.*
- 673 Marble, stone, and brick
- 674 Wood.
- 675 Leather and rubber.
- 676 Paper.
- 677 Textile fabrics.
- 678 *Cotton.*
- 679 Other.

680 Mechanic Trades.

- 681 Clothes making.
- 682 Book-binding.
- 683 Watch and instrument making.
- 684 Lock and gun making.
- 685 Blacksmithing.
- 686 Saddlery and shoe-making.
- 687 Carriage and cabinet-making.
- 688
- 689 Other.

690 Building.

- 691 Materials.
- 692 Plans and specifications.
- 693 Masonry.
- 694 Carpentry.
- 695 Slating and tiling.
- 696 Plumbing.
- 697 Warming and ventilation.
- 698 Painting, glazing, and paper-hanging.
- 699 Car and Ship-building.

FINE ARTS.

700 Fine Arts.

- 701 Philosophy.
- 702 Compends.
- 703 Dictionaries.
- 704 Essays.
- 705 Periodicals.
- 706 Societies.
- 707 Education.
- 708 Galleries.
- 709 History.

710 Landscape Gardening.

- 711 Parks.
- 712 Private grounds.
- 713 Walks and drives
- 714 Water.
- 715 Trees and hedges.
- 716 Plants and flowers.
- 717 Arbors.
- 718 Monuments.
- 719 Cemeteries.

720 Architecture.

- 721 Architectural construction.
- 722 Ancient and Oriental.
- 723 Medieval.
- 724 Modern.
- 725 Public buildings.
- 726 Church.
- 727 School.
- 728 Domestic and rural.
- 729 Of special countries.

730 Sculpture.

- 731 Materials and methods.
- 732 Ancient.
- 733 *Greek and Roman.*
- 734 Medieval.
- 735 Modern.
- 736 Carving.
- 737 Numismatics.
- 738 Pottery and bronzes.
- 739 Collections.

740 Drawing and Design.

- 741 Free-hand.
- 742 Perspective.
- 743 Art anatomy.
- 744 Mathematical drawing.
- 745 Ornamental design.
- 746 *Ancient.*
- 747 *Medieval.*
- 748 *Modern.*
- 749 Collections.

750 Painting.

- 751 Materials and methods.
- 752 Color.
- 753 Flemish and Dutch Schools.
- 754 French.
- 755 Italian.
- 756 Other schools.
- 757 Portrait.
- 758 Landscape.
- 759 Collections.

760 Engraving.

- 761 Wood.
- 762 Steel and Copper.
- 763 Lithography.
- 764 Chromo Lithography.
- 765 Line and Stipple.
- 766 Mezzotint and Aquatint.
- 767 Etching.
- 768 Bank Note and Machine.
- 769 Collections.

770 Photography.

- 771 Materials.
- 772 Ambrotype and Daguerreotype.
- 773 Photograph.
- 774 Heliotype, Albertype, etc.
- 775 Photolithography.
- 776 Stereoscopic.
- 777 Portrait.
- 778 Landscape.
- 779 Collections.

780 Music.

- 781 Theory.
- 782 Dramatic.
- 783 Church.
- 784 Vocal.
- 785 Instrumental.
- 786 *Piano and Organ.*
- 787 *Stringed instruments.*
- 788 *Wind* "*"*
- 789 Associations and institutions.

790 Amusements.

- 791 Entertainments.
- 792 *Theatre.*
- 793 In-door amusements.
- 794 *Chess.*
- 795 *Other games.*
- 796 Out-door sports.
- 797 *Bowling and ball.*
- 798 *Horsemanship and racing.*
- 799 *Fishing, hunting, shooting.*

LITERATURE.

800 Literature.

- 801 Philosophy.
- 802 Compendis.
- 803 Dictionaries.
- 804 Essays.
- 805 Periodicals.
- 806 Societies.
- 807
- 808
- 809 History.

810 Treatises and Collections.

- 811 Poetry.
- 812 Drama.
- 813 Romance.
- 814 Essays.
- 815 Rhetoric and oratory.
- 816 Letters.
- 817 Satire.
- 818 Humor.
- 819 Miscellany.

820 English Literature.

- 821 " Poetry.
- 822 " Drama.
- 823 " Romance.
- 824 " Essays.
- 825 " Oratory.
- 826 " Letters.
- 827 " Satire.
- 828 " Humor.
- 829 " Miscellany.

830 German Literature.

- 831 " Poetry.
- 832 " Drama.
- 833 " Romance.
- 834 " Essays.
- 835 " Oratory.
- 836 " Letters.
- 837 " Satire.
- 838 " Humor.
- 839 " Miscellany.

840 French Literature.

- 841 " Poetry.
- 842 " Drama.
- 843 " Romance.
- 844 " Essays.
- 845 " Oratory.
- 846 " Letters.
- 847 " Satire.
- 848 " Humor.
- 849 " Miscellany.

850 Italian Literature.

- 851 " Poetry.
- 852 " Drama.
- 853 " Romance.
- 854 " Essays.
- 855 " Oratory.
- 856 " Letters.
- 857 " Satire.
- 858 " Humor.
- 859 " Miscellany.

860 Spanish Literature.

- 861 " Poetry.
- 862 " Drama.
- 863 " Romance.
- 864 " Essays.
- 865 " Oratory.
- 866 " Letters.
- 867 " Satire.
- 868 " Humor.
- 869 " Miscellany.

870 Latin Literature.

- 871 " Poetry.
- 872 " *Dramatic.*
- 873 " *Epic.*
- 874 " *Lyric.*
- 875 " Oratory.
- 876 " Letters.
- 877 " Satire.
- 878 " Philosophy.
- 879 " History.

880 Greek Literature.

- 881 " Poetry.
- 882 " *Dramatic.*
- 883 " *Epic.*
- 884 " *Lyric.*
- 885 " Oratory.
- 886 " Letters.
- 887 " Humor.
- 888 " Philosophy.
- 889 " History.

890 Other Languages.

- 891 Chinese.
- 892 Egyptian.
- 893 Semitic.
- 894 Indian.
- 895 Iranian.
- 896 Keltic.
- 897 Slavic.
- 898 Scandinavian.
- 899 Other.

HISTORY.

900 History.

- 901 Philosophy.
- 902 Compends, chrouology.
- 903 Dictionaries.
- 904 Essays.
- 905 Periodicals.
- 906 Societies.
- 907 Education.
- 908 Charts.
- 909 Universal Histories.

910 Geography and Description.

- 911 Historical.
- 912 Ancient.
- 913 Modern.
- 914 *Europe.*
- 915 *Asia.*
- 916 *Africa.*
- 917 *North America.*
- 918 *South America.*
- 919 *Oceanica and Polar Regions.*

920 Biography.

- 921 Of philosophy
- 922 " theology.
- 923 " sociology.
- 924 " philology.
- 925 " science.
- 926 " useful arts.
- 927 " fine arts.
- 928 " literature.
- 929 Genealogy and Heraldry.

930 Ancient History.

- 931 — Chinese.
- 932 Egyptian.
- 933 Jewish.
- 934 Indian.
- 935 Persian.
- 936 Keltic.
- 937 Roman.
- 938 Greek.
- 939 Other.

940 Europe.

- 941 Scotland and Ireland.
- 942 England.
- 943 Germany and Austria.
- 944 France.
- 945 Italy.
- 946 Spain and Portugal.
- 947 Russia.
- 948 Scandinavia.
- 949 Other.

950 Asia.

- 951 China.
- 952 Japan.
- 953 Arabia.
- 954 India.
- 955 Persia.
- 956 Turkey in Asia.
- 957 Siberia.
- 958 Afghanistan.
- 959 Other.

960 Africa.

- 961 North Africa.
- 962 *Egypt and Nubia.*
- 963 *Abyssinia.*
- 964 *Morocco.*
- 965 *Algeria.*
- 966 Central Africa.
- 967 *Guinea.*
- 968 South Africa.
- 969 Other.

970 North America.

- 971 British America.
- 972 *Canada.*
- 973 United States.
- 974 *Eastern States*
- 975 *Middle "*
- 976 *Southern "*
- 977 *Western "*
- 978 Mexico.
- 979 Other.

980 South America.

- 981 Brazil.
- 982 Argentine Republic.
- 983 Chili.
- 984 Bolivia.
- 985 Peru.
- 986 ~~New Granada.~~
- 987 Venezuela.
- 988 Guiana.
- 989 Other.

990 Oceanica and Polar Regions.

- 991 Malaysia.
- 992 *Sunda.*
- 993 Australasia.
- 994 *Australia.*
- 995 *New Guinea.*
- 996 Polynesia.
- 997 Isolated islands.
- 998 Arctic regions.
- 999 Antarctic regions.

SUBJECT INDEX.

Find the subject in this Alphabetical INDEX; The number following it is its Class Number. The entire resources of the library on this subject will be found under this number either in the Subject Catalogue, the Shelf Catalogue, or on the shelves.

Where a class number ends in a cipher, the subject will be found, on reference to the prefixed classification, to be subdivided.

Aborigines No. Am.	970	Agricultural chemistry	631	history	970
Abortion	618	Agriculture	630	statistics	317
Abyssinia	963	Air	533	travels	791
" language	493	Alabama	976	America South—	980
Academies	378	Alaska	977	botany	588
" of science	506	Albania	949	customs and costumes	398
Accounts	657	Albertypes	774	description	918
Acoustics	535	Albigenses	272, 944	ecclesiastical history	278
Acrostics 819, 829, 839, etc.		Alchemy	540	geography	918
Acts and Resolves	328	Alcoholic liquors	178, 615, 663	geology	558
Acts of the Apostles	226	Ales	663	history	980
Addresses 815, 825, 835, etc.		Algæ	582	statistics	318
Administration	350	Algebra	512	travels	918
Administrative law	342	Algeria	965	American languages	499
Admiralty Law	346	Aliens	342	" painting	756
Adultery	176, 345	Allegories	819, 829, 839, etc.	" philosophy	191
Advent, second	236	Almanacs	528	" revolution	973
Æronautics	533	" statistical	313	Americanisms	427
Æsthetics	701	Alphabets	411, 421, 431, etc.	Amherst College	378
Æthiopia	966	" ornamental	745-748	Amputation	617
Afghanistan	958	Ambassadors	341	Amusements	175, 790
Africa—botany	586	Ambrotype	772	Ana, anagrams 819, 829, 839, etc.	
customs and costumes	396	America North—	970	Analysis, chemical	543
description	916	botany	587	" qualitative	544
ecclesiastical history	276	America North—		" quantitative	545
geography	916	customs and costumes	397	Analytical geometry	516
geology	556	description	917	Anatomy, art	743
history	960	ecclesiastical history	277	" comparative	591
statistics	316	geography	917	" human	611
travels	916	geology	557	Ancient architecture	722

Ancient customs, costumes	391	Arctic regions	998	Atheism	211
“ design	746	“ “ travels	919	Athletic sports	796
“ geography	912	Argentine republic	982	Atlases	910
“ history	930	Arianism	281, 232	Atmosphere	533
“ philosophies	180	Aristotelian philosophy	185	Atonement	234
“ sculpture	732	Arithmetic	511	Auroras	537, 551
Anecdote, Religious	249	Arizona	977	Australasia,	993
Aneurism	617	Arkansas	976	Australia	994
Angels	235	Armenia	956	Austria	943
Anglican church	283	Armies	355	Authority	171
Angling	799	Arminianism	287, 234	Authors lives	928
Anglo Saxon history	942	Armor	355	Autobiography, <i>see biography</i> .	
“ language	429	Art anatomy	743	Azores	946
Animal magnetism	134	“ biography	927	Babylon	935
“ kingdom	590	“ education	707	Backgammon	795
Animals, domestic	636	“ schools	753-756	Baconian philosophy	192
Animalculæ	593	Artesian wells	628	Ball playing	797
Annuities	333	Articulates, paleontology	565	Ballads, <i>see poetry</i> .	
Anonyms	14	“ zoology	595	Ballooning	533
Antarctic regions	999	Artillery	358	Banditti	345
“ “ travels	919	Artists lives	927	Bank Note Engraving	768
Anthropology	130	Arts, fine	700	Bankrupt laws	343
Anti-Masonry	366	“ “ biography of	927	Banks	332
Antinomianism	234	“ useful	600	Baptism	264
Antiquities, <i>see subject or country</i> .		“ “ biography of	926	Baptists	286
Aphorisms 819, 829, 839, etc.		Ashantee	967	Barbary States	961
Apocalypse	228	“ geography	916	Barometer	533, 551
Apocrypha	229	Asia—	950	Bas reliefs	731
Apologetics	239	botany	585	Base ball	797
Apoplexy	616	customs and costumes	395	Basque language	499
Apostles	922	ecclesiastical history	275	“ provinces	946
Apostolic church 274-276		geography	915	Baths	613
“ succession	262	geology	555	Bavaria	943
Apothegms 819, 829, 839, etc.		history	950	Beauty	701
Apparitions	133	statistics	315	Beer	663
Apples	634	travels	915	Bees	638
Aquariums	590	Asia Minor	956	Beetles	595
Aquatint	766	Assassination	345	Beets	635
Aqueducts	628	Assault and battery	345	“ sugar	664
Arabia, ancient history	939	Assaying	668	Belgium	949
“ modern	953	Assent	163	Belles lettres	800
Arabian language	493	Associations	360	Bell-ringing	785
“ philosophy	197	“ musical	789	Bells	671
Arboriculture	715	Assurance	368	Bermudas	971
Arbors	717	Assyria	935	Bible	220
Archæology, prehistoric	571	Assyrian language	493	“ dictionaries, etc.	220
Archery	799	Asthma	616	“ in schools	377
Architects, lives	927	Astrology	133	“ societies	362
Architectural drawing	744	Astronomical maps	524	Bibliographies	11
Architecture	720	“ observations	525	Special countries	15
“ naval	699	Astronomy	520	“ forms	12

Special subjects	16	Business ethics	174	Celtic language	496
Bibliography	10	" manuals	658	Celts	936
Billiards	795	Butter	637	Cements	693
Biography	920	Butterflies	595	Cemeteries	719
Biology	570	Byzantine Empire	949	Censuses	310
Birds	558	Cabinet making	687	Central Africa	966
" palæontology	568	Calabria	945	" America	979
Births	312	Calculators	511	Ceramic art	738
Blacksmithing	685	Calculus	517	Cetacea	599
Bleaching	667	Caledonia	941	Ceylon	954
Blindness	616	California	977	Chaldee language	493
Block books	22	Calisthenics	613	Chances	519
Blowpipe	543	Caloric	534	Charades	795
Blue laws	343	Calvinism	234	Character Charitable associations	361
Boating	797	Cambists	332	Charts, history	908
Boats	797, 699	Cambria	942	Chasing	736
Bokhara	959	Cameos	736	Checkers	795
Bolivia	984	Canada	972	Cheese	637
Bonds and stocks	333	Canal engineering	626	Chemical agriculture	543
Bones	611	" transit	386	" analysis	631
Books	10, 20	Canary Isles	946	" technology	660
Book binding	10, 25, 682	Cancer	616	Chemicals—manufacture	661
" collecting	10	Canon law	349	Chemistry	540
" keeping	657	Capital and labor	331	Chess	794
" rarities	20	Capital punishment	345	Child-birth	618
Booksellers' catalogues	17, 18	Car building	699	Chili	983
Boot making	686, 675	Card playing	795	Chimneys	693
Botany	580	Caribbee Isle	989	China, ancient	931
" fossil	561	Caricatures	741	" modern	951
" medical	615	Carpentry	694	Chinese language	491
Brahminism	294	Carriage making	687	" literature	891
Brandy	615, 663	Carthage	19	" religion	299
Brazil	981	Carving	43	Chivalry	322
Breviaries	244	" and chasing	736	Chloroform	615, 617, 618
Brewing	663	Cashmere	954	Cholera	616
Bricks	673	Castille	946	Christ	232
Bridge building	624	Casts	730	Christian doctrines	230
Brigands	345	Casuistry	171	" fathers	270
British America	971	Catalogues—Authors	18	" institutions	260
" Columbia	972	" Books	12-18	" sects	280
" India	954	" Libraries	12-18	Christianity, evidences	239
" Museum	369	" Subjects	17	" history	270-289
Britons	942, 941	Catarrh	616	Christmas customs	390
Bronchitis	616	Catechisms	241	Christology	232
Bronzes	738	Cathedrals	726	Chromo Lithography	764
Buccaneers	345	Catholic Church	282	Chronologies	902
Buddhism	294	Cattle	636	Chronology	529
Buenos Ayres	982	Caucuses	324	Church	261
Building	690	Cavalry	357	" architecture	726
Burial	390, 614, 719	Caves	551	" of England	283
Burmah	959	Celibacy	136, 176	" fathers	270

Church history	270-289	Comic works, <i>see humor.</i>	Copper engraving	762
" music	783	Commemorative sermons	Coptic language	492
" polity	262	Commentaries, bible	Copyright	343
" of Rome	282	" law	Corals	593
" and state	261, 172, 329	Commerce	Corea	959
Circassia	947	Commercial law	Corn laws	347, 343
Circumnavigations	910	Common law	Cornices	721
Citizenship	342	Common schools	Coroners	343
City transit	388	Communication	Corporal punishment	371
Civil engineering	620	Communion	Corporations	360
" law	349	Communism	Correction, houses of	364
" service organs	351	Comparative anatomy	Correlation of forces	530
" " regulations	351	" mythology	Correspondence	816
Civilization—progress	313	" philology	Corsica	944
Clairvoyance	134	Compass	Cosmetics	646
Classical education	375	Compend, a—	Cosmogony	113
Classics, Greek	488, 880	fine arts	Cosmology	113
" Latin	478, 870	history	Cossacks	947
Classification	112	literature	Costa Rica	979
Clergy, lives of	922	natural science	Costumes	390
Climatology	551, 534	philology	Cottages	728
Clinics	610	philosophy	Cotton manufactures	678
Clock making	683	science	" planting	633
Clothes making	681	sociology	" trade	381, 382
Clothing	646	theology	Councils	262, 270
Clubs	369	useful arts	Courts martial	347
Coal	549, 644	Composition	Covenanters	274, 941
Coast survey	622	" of music	Cows	636, 637
Coats of arms	929	Comte's philosophy	Cranberries	634
Cochin China	951	Conj. ogy	Crayoning	741
Co-education	376	Concordances of Bible	Creation	213
Coffee	641, 633	Confectionery	Credit	334
Coinage	332	Confessional	Creeds	244, 280
Coins	737	Congregationalism	Cremation	614, 390
Coleoptera	595	Conic sections	Crete	949
Collections, art	708	Connecticut	Cricket	796
drawing and design	749	Conscience	Crimea	947
engraving	769	Conservatories of music	Crimes and punishments	345
painting	759	Constitution, English	Criminal law	345
photography	779	" United States	Critical psychology	142
sculpture	739	Constitutional law	Criticism—literary, <i>see Essays.</i>	
Collectors' manuals	579	Construction, architectural	Crocheting	793
Colleges	378	Consuls	Croquet	796
Colleries	628	Consumption	Croup	616
Colombia, S. A.	986	Contagion	Crusades	274, 940
Colonies	325	Contracts	Crustacea	595
Color	536	Convents	Cryptogamia	582
Colors, painting	752	Conversation	Crystallography	548
Coloring	667	Cookery	Cuba	979
Comedy, <i>see Drama.</i>		Co-operation	Currency	332
Comets	523	Copper	Curvilinear motion	531

Customs and duties	337	fine art	703	Drama, German	832
" " manners	390	French	443	" Greek	882
Cyclopædias, general	30	German	433	" Italian	852
Daguerreotype	772	Greek	483	" Latin	872
Dairy	637	history	903	" Spanish	862
Dancing	793	Italian	453	Dramatic amusements	792
Danish	498	Latin	473	" music	782
Darwinism	575	literature	803	Draughts	795
Deaf and dumb institutions	361	natural science	503	Drawing	740
Deafness	616	philology	403	Drawing-books	741
Death	612	philosophy	103	Dreams	135
" and resurrection	236	science	503	Dress	646
" penalty	345	sociology	303	" making	646
Debates	815	Spanish	463	Drives	713
Decimal system	511	theology	203	Driving	798
" weights & measures	389	useful arts	603	Drugs	615
Decorative art	745-748	Didactic theology	241	Druids	299
Deductive logic	162	Die-making	736	Duelling	177, 345
Deism	211	Diet	613	Dutch language	439
Delaware	975	Differential calculus	517	" painting	753
Delusions	133	Digestion	612	" Reformed Church	289
Democracy	324	Digests	343	" Republic	949
Demonology	133	Dining	643	Duties	170
Denmark	948	Diphtheria	616	" and customs	337
Denominations, christian	280	Diplomacy	327, 341	Dyeing	667
Dentistry	617	Diplomatics	10, 21	Dynamical electricity	537
Depravity	233, 216	Directories	910	" geology	553
Derangement, mental	132	Discipline, education	371	Dynamics	531
Descartes philosophy	194	Diseases	616	Dysentery	616
Descriptive astronomy	523	Disinfection	614	Dyspepsia	616
" geometry	744	Dispensaries	615	Ear diseases	616
Design and drawing	740	Dissection	611	Early Greek philosophy	182
" ornamental	745-8	Dissenters	289, 283	Earth	551
Despotism	323	Distillation	663	" figure of	526
Detectives	354	District of Columbia	976	Earthquakes	553
Deuteronomy	222	Divorce	343, 173	East Indies	954
Devil	235	Doctrinal history	273	Easter	244
Devotional theology	240	" sermons	253	Eastern church	281
Dew	551	" theology	230	" States	974
Dialectics	160	Dogs	599, 636	Ecclesiastical history	270
Dialects—		Domestic animals	636	" polity	262
English	427	" architecture	728	Echinoderms	593
French	447	" economy	640	Eclectic psychology	148
German	437	" and for'n relat'ns	327	Eclipses	523
Greek	487	" medicine	615	Economy, domestic	640
Italian	457	" trade	381	" political	330
Latin	477	" worship	248	Ecuador	999
Spanish	467	Dominos	795	Education	370
Diamonds	552	Drainage	631, 614	" fine arts	707
Dictionaries—		Drama, general	822	" history	907
comparative	413	" English treatises	812	" natural sciences	507
English	423	" French	842	" philology	407

Education, philosophy	107	Entozoa	595	Eucharist	265
“ science	507	Epics, 811, 821, 831, etc.	883	Eulogies	920, 259
“ theology	207	“ Greek	883	Europe—botany	584
“ useful arts	607	“ Latin	873	customs and costumes	394
Educational institutions	378	Epicurean philosophy	187	ecclesiastical history	274
“ reports	379	Epidemics	614	geography	914
Egypt, ancient	932	Epigrams 819, 829, 839, etc.	283	geology	554
“ modern	962	Episcopal church	227	history	940
Egyptian language	492	Epistles, bible	227	statistics	314
“ literature	892	Epistolography 816, 826, etc.	929	travels	914
Elections	324	Epitaphs	999	Evidence (law)	343
“ sermons	256	Equador	798	Evidences of Christianity	239
Electricity	537	Equestrian exercise	355	Evil	216
Electro-magnetism	538	Equipments of armies	359	Evolution	575
Eleemosynary institutions	361	“ navies	344	Exchange	332
Elementary education	372	Equity	236	Excise	336
Elgin marbles	733	Eschatology	979, 998	Exegesis	220
Elocution	815	Esquimaux	824	Exhibitions, art	708
Emancipation	326	Essays, English literature	704	Exodus	222
Embalming	390	“ fine arts	844	Experimental Chemistry	542
Embargo	341	“ French	834	Explorations	910
Emblems	219	“ general treatises	834	Expository Sermons	258
Embryology	576	“ German	904	Express companies	385
Emigration	325	“ history	854	Eye, diseases	616
Empirical psychology	144	“ Italian	804	“ functions	612
Enamel painting	751	“ literature	504	Fables 819, 829, 839, etc.	
Encaustic “	751	“ natural science	404	Facetiae 819, 829, 839, etc.	
Encyclopædias, general	30	“ philology	104	Fairy tales 813, 823, 833 etc.	
Engineering	620	“ philosophy	329	Faith	234, 163
“ instruments	629	“ political	504	Family	173
England, history	942	“ science	304	“ medicines	616
English church	283	“ sociology	864	“ worship	247
“ dialects	427	“ Spanish	204	Fanaticism	133
“ dictionaries	423	“ theology	604	Farces 828, 838, etc.,	791
“ etymology	422	“ useful arts	767	Farming	630
“ government	323	Etching	617	Farriery	685
“ grammar	425	Etherization	170	Fashion	177
“ language	420	Ethics	966	Fasts	244
“ literature	820	Ethiopa	390	Fatalism	159
“ orthography	421	Ethnography	572	Fathers of the church	270
“ painting	756	Ethnology	177	Fauna	590
“ philology	420	Etiquette	937	Feasts	244
“ philosophy	192	Etruria	422	Federalism	324
“ prosody	426	Etymologies, comparative	442	Female education	376
“ sculpture	735	“ English	442	“ seminaries	378
“ synonymes	424	“ French	432	Fencing	796
“ texts	428	“ German	482	Ferns	582
Engraving	760	“ Greek	452	Fetichism	299
Enigmas 819, 829, 839, etc.	791	“ Italian	472	Feudal institutions	322
Entertainments	137	“ Latin	462	Fevers	616
Enthusiasm	595	“ Spanish		Fiction, <i>see romance</i> .	
Entomology		<i>See language for No.</i>		Field books, engineering	629

Field sports	796-799	Free trade	337	Geography, modern	913
Figure of the earth	526	Free-will	159	" No. America	917
Filibusters	345, 978	French language	440	" physical	551
Final causes	113	" " old	449	" So. America	918
Finances	330	" literature	840	" travels	910
Fine arts	700	" painting	754	Geology	550
biography of	927	" philosophy	194	" dynamical	553
Finland	947	" revolution	944	Geometry	513
Finno-Hungarian language	499	" sculpture	735	" analytical	516
Fire arms	355, 684	Fresco painting	751	Georgia	959, 976
" departments	369	Friction	531	German language	430
" engines	621	Friends, Society of	289	" " low	439
" insurance	368	Friendship	157	" literature	830
" works	662	Fruit culture	634	" painting	753
Fishes	597	Fuel	644	" philosophy	193
" palæontology	567	Funds and funding	336	" reformed church	289
Fisheries	639	Funeral sermons	259	Germany	943
Fishing	799	Funerals	390	Ghosts	133
Flags	929	Furniture	645	Gipsies	949
Flanders	949	Future life	218	Girondists	944
Flax	633, 677	Future state	237	Glaciers	553
Flemish painting	753	Galleries of art	708	Glass	666
Flies	595	drawing and design	749	" painting	751
Flora	584-589	engraving	769	Glazing	698
Florence	945	painting	759	Glees	784
Florida	976	photography	779	Globes, use of	522
Flower garden	716, 583	sculpture, etc.	739	Glossaries	413, 423, 433, etc.
Flowers	580	Galvanism	537	Gloves	646, 675, 677
Fluxions	517	Gambling	175	Gnostics	281
Folk lore	291-293	Game laws	345	God	231
Food	643	Games	793-7	Gold	671
Foreign missions	267	Gardening	635	Goniometry	514
" relations	327	" Landscape	710	Good-Friday	244
" trade	382	Gas-fitting	696	Gospels	226
Forgery	345	" lighting	644	Gothic architecture	723
Form book	348	" making	665	Goths	943
Fortification	623	Gastronomy	641	Gout	616
Fortune telling	133	Gauging	389	Government	320
Fossils	560	Gazetteers	910	Grace	234
Founderies	671	Gem engraving	736	Grafting	634
Foundling hospitals	361	Gems	549	Grains	633
Fountains	714	Genealogy	929	Grammars, comparative	415
Fowling	799	Generation, Spontaneous	577	" English	425
Fowls	636	Genesis	222	" French	445
Fractures	617	Genoa	945	" German	435
France	944	Geodesy	526	" Greek	485
Franchise	324	Geography	910	" Italian	455
Franciscans	271	" Africa	916	" Latin	475
Franconia	943	" ancient	912	" Spanish	465
Franco-Prussian war	943, 944	" Asia	915	Granada	946
Free-hand drawing	741	" Europe	914	Granges	363
Freemasonry	366	" historical	911	Grape culture	634

Grasses	633	Hebrew language	493	Horticulture	635
" ornamental	716, 583	Hedges	715	Hospitals	361
Grave-stones	718	Heliotypes	774	Hotels	390
" yards	719	Hell	237	Hot-houses	583, 635
Gravitation	531	Heraclitic philosophy	182	House-keeping	640
Great Britain	947, 942	Heraldry	929	Housewifery	640
Greece, ancient	938	Herbariums	582	Huguenots	289, 944
" modern	949	Hermaphrodites	590, 612	Human anatomy	611
Greek architecture	722	Hermeneutics	220	Humane societies	361
" church	281	Herpetology	598	Humor	818
" commentaries	488	Hieroglyphics	419	English	828
" language	480	Higher education	373	French	848
" literature	880	Highwaymen	345	German	838
" modern	489	Histology	611	Greek	887
" mythology	292	Historical books of bible	222	Italian	858
" philosophy	180, 888	" charts and tables	908	Spanish	868
" sculpture	733	" geography	911	Hunting	799
" texts with notes	488	" societies	906	Hurricanes	533
" " without notes	880	History—	900	Husbandry	630
" translations	880	ancient	930-939	Hybridism	590
Greenhouses	583, 635	biography of	928	Hydraulic engineering	628
Greenland	979	ecclesiastical	270	Hydraulics	532
Grounds, private	712	fine arts	709	Hydrodynamics	532
Groves	715	geography	910	Hydrography	551, 627, 527
Guatemala	979	in Greek	889	Hydromechanics	532
Guiana	988	in Latin	879	Hydropathy	615
Guide books	910	literature	809	Hydrophobia	614, 616
Guillotine	345	modern	940-999	Hydrostatics	532
Guinea	967	natural sciences	509	Hygiene	613
Gun cotton	355, 662	philology	409	" mental	131
Gunnery	355	philosophy	109	Hymnology	245
Gunpowder	355, 662	philosophy of	901	Hypochondria	132, 616
Gunsmithery	684	science	509	Icebergs	553
Gutta percha	679	sociology	309	Iceland	948
Gymnastics	613	theology	209	Icelandic language	498
Gypsies	949	universal	909	Ichology	560
Habeas corpus	343	useful arts	609	Ichthyology	597
Harbors	627	Histrionics	792	Iconography	730
Harmony, music	781	Holy Land	933, 956	Idealistic psychology	141
" of gospels	226	Home education	371, 374	Idiocy	132
Harness making	686	" missions	266	Idolatry	290
Harpsichord	787	Homicide	345	Illumination	745
Hasheesh	615	Homiletics	251	Imagination	156
Hats	646	Homœopathy	615	Immersion	264, 286
Health	613	Homologies	574	Immigration	325
" public	614	Honey	638	Immortality	218, 237
Heart diseases	616	Horse	636, 599, 357, 619	Imprisonment for debt	345
Heat	534	Horse racing	798	Incarnation	232
Heathen religions	290	" riding	798	Income	333
Heating	697	" shoeing	685	Incunabula	23
Heaven	237	Horsemanship	798	India, ancient history	934
Hebrew history	933	Hortatory theology	241	" modern "	954

Indian language	494	Inventions	608	Kindergarten	372
“ literature	894	Invertebrates	592	Kitchen	641
Indiana	977	“ paleontology	562	Knighthood	322
Indians, American	970	Ionian Islands	949	Koran	297
“ “ language	499	Ionic philosophy	182	Labor	331
India-rubber	675	Iowa	977	Laboring classes	331
Indoor amusements	793	Iranian languages	495	Labrador	972
Induction	161	“ literature	895	Lace-making	677
Inductive logic	161	Ireland	941	Lakes, artificial	714
Industrial drawing	744	Irish church	283	Land surveying	622
“ schools	607	“ language	496	Landlord and tenant	333
Inebriate institutions	364	Iron, bridges	624	Landscape gardening	710
Infanticide	173, 345	“ manufacture	672	“ painting	758
Infantry	356	“ mineral	549, 669	“ photographs	778
Infidelity	211	Iron-clad ships	359, 699	Language	400
Inoculation	614, 615	Irrigation	631	Lapland	947, 948
Inorganic chemistry	546	Italian language	450	Latin commentaries	488
Inquisition	272	“ literature	850	“ language	470
Insane Hospitals	361	“ painting	755	“ literary history	470
Insanity	132	“ philosophy	195	“ literature	870
Inscriptions	417	“ sculpture	734, 735	“ medieval	479
Insects	595	Italy	945	“ texts, with notes	488
Inspiration	238	Jacobins	944	“ “ without notes	870
Instincts	158	Jamaica	979	“ translations	870
Institute of France	64	Jansenism	282	Laundry	648
Institutions	360	Japan	952	Law	340
“ educational	378	Japanese language	499	“ of nations	341
“ Feudal	322	Japanning	698	Lawns	712
“ Monarchic	323	Java	99	Lawyers lives	923
“ Musical	789	Jests	819, 829, 839, etc.	Lead	549, 671
“ of religion	260	Jesuit missions	266, 282	Leather	675
“ Patriarchal	321	Jesuits	271, 282	Lectures	815, 825, 835, etc.
“ Republican	324	Jesus	232	Legends	291-293
Instruction	371	Jewelry	646, 671	Legerdemain	133
Instrumental music	785	Jews, history	933	Legislation	343, 328
Instruments, engineering	629	John	226	Legislative annals	328
“ making	683	Joinery	694	Legitimacy	343
Insurance companies	368	Journalism	50	Lent	244
Integral calculus	517	Judaism	296	Lepidoptera	595
Intellect	151	Judgment and future state	237	Letter writing	816
Intellectual philosophy	140-150	Junius letters	329	Letters	816
Intemperance	178	Jurisprudence	340	English	826
Intercommunication	380, 650	Jury	343	French	846
Interest	334	Justification	234	German	836
“ tables	658	Kafirs	968	Greek	886
Interior, administration	353	Kaleidoscope	536	Italian	856
Intermarriage	136, 618	Kansas	977	Latin	876
Intermediate state	237	Kant's philosophy	193, 142	Spanish	866
Interments	614, 390	Keltic, ancient history	936	Levant	956, 962
International law	341	“ language	496	Levelling	622
Intolerance	272	“ literature	876	Leviticus	222
Intuitive psychology	143	Kentucky	976	Lexicons	413, 423, 433, etc.

Libel	345	Lyric poetry	811, 812, 831, etc.	Materialist	146
Liberty	324	" " Greek	884	Materials, building	691
" of press	324	" " Latin	874	Maternity	136, 618
Libraries	19	Macaronics	819, 829, etc.	Mathematical drawing	744
Library, catalogues	17, 18	Machine engraving	768	" instruments	629
" economy	19	Machinery	621	" tables	514
" history and reports	19	Madagascar	969	Mathematics	510
Lichens	582	Madness	132	Matthew	226
Life, future	218, 237	Magazines	50, 105, 205, etc.	Mausoleums	718
Life insurance	368	Magic	133	Maxims	819, 829, 839, etc.
Light	536	Magnetism	538	Measles	616
Light-houses	656, 627	" animal	134	Measures and weights	389
Lightning	537	Magyars	943	Mechanical drawing	744
Lights and fuel	644	Mahometanism	297	" engineering	621
Line engraving	765	Mails	383	" trades	680
Linguistics	400	Maine	974	Mechanics	531
Liquors	663	Malaria	614	Mechanics' associations	606
Litany	244	Malayan language	499	Medals	737
Literary criticism	824, 834, 844,	Malaysia	991	Mediæval architecture	723
miscellany	819	Malt	663	" customs, costumes	392
English	829	Malta	949	" design	747
French	849	Mamelukes	962	" history <i>with modern</i>	
German	839	Mammalia	599	" Latin	479
Italian	859	" palæontology	569	" sculpture	734
Spanish	869	Man, doctrine of	233	Medical botany	615
property	343	" ethnography	390	" jurisprudence	343
Literature	800	" natural history of	573	Medicine	610
" biography of	928	Maniacs	132	" veterinary	619
" classical	870, 880, 488-498	Manners and customs	390	Meditations, theology	242
" treatises	810	Manuals, collectors'	579	Melodeons	786
Lithography	763	Manufactures	670	Melody	781
Lithology	552	Manures	631	Memoirs	920
Liturgies	444	Manuscripts	13, 21	Memory	154
Locke	192, 145	Maps	910	Mensuration	612
Locks and keys	684	" astronomical	524	Mental derangement	132
Locomotives	621	Marble manufacture	673	" faculties	150
Logarithms	514	Marbles	731	" hygiene	131
" tables	514	Marine architecture	699	" philosophy	140-150
Logic	160	" insurance	368	" physiology	131
Longevity (<i>under 616.</i>)	312	" law	346	Mesmerism	134
Lord's supper	265	Marriage, customs	390	Messiah	232
Lorraine	943, 944	" ethics	173	Metal manufactures	671
Lotteries	175	Maritime law	346	Metalurgy	669
Louisiana	976	Mark	226	Metaphysics	110
Low countries	949	Martial law	347	Meteorology	551
" dutch	439	Martyrs	272	Methodism	287
Luke	226	Maryland	976	Methodology	112
Lunacy	132	Mason & Dixon's line	326	Methods of education	371
Lunatic asylums	361	Masonry	693	Metric system	389
Lung diseases	616	Masonry, Free	366	Metrolgy	389
Lutherans	289	Massachusetts	974	Mexican war	973, 978
		Materia medica	615	Mexico	978

Mezzotint	776	Mollusca	594	Naval science	359
Michigan	977	paleontology	564	Navies	359
Microscopy	578	Monarchic institutions	323	Navigation	527, 656
Middle ages, history, <i>see special countries.</i>		Monasteries	271	" laws	346
Middle States	975	Monastic orders	271	Nebraska	977
Midwifery	618	Money	332	Necromancers	133
Military and naval arts	355-359	Mongolian language	499	Needle-work	646, 793
engineering	623	Monitors, iron-clads	359, 699	Negroes	573, 326
law	347	Monograms	745-748	Nepotism	323
science	355	Monopolies	331	Nestorians	281
Militia	356	Montana	977	Netherlands	949
Milk	637	Monuments	718	Neuroptera	595
Millennium	236	Moon	523	Neutrals	341
Millinery	646	Moral philosophy	170	Nevada	977
Mills, cot., woolen, etc.	677, 678	Moravians	289	New Brunswick	972
paper	676	Moravian missions	266	" England	974
Mill-work	621	Morea	947	" Granada	986
Mind	150	Mortar	693	" Guinea	995
Mineral waters	615	Mortality	312	" Hampshire	974
Mineralogy	549	Mortgages	344	" Jersey	975
Mines, mining, engineering	628	Mormonism	298	" Mexico	977
Miniatures	757	Morocco	964	" platonists, philosophy	186
Ministers	250	Morphology	581	" testament	225
" lives	922	Mosaic painting	751	" York	975
Minnesota	977	Moslems	297	Newfoundland	971
Minstrelsy	811, 821, 831, etc.	Mosquitia	979	Newspapers	50
Miracles	231	Mosses	582	Nicaragua	979
Miscellany, literary	819	Mothers	173	Nobility	322
English	829	Moths	595, 646	Non-christian religions	290
French	849	Mouldings	721	Normal schools	371
German	839	Municipal government	342	Norman conquest	942-946
Italian	859	Mutual aid societies	361	Normandy	944
Spanish	869	Music	780	Norse	498
Missions	266	Musical composition	781	North Africa	961
" foreign	267	Musicians	927	" America	970
Mississippi	976	Mysteries	133	" America botany	578
Missouri	977	Mysticism	289	" customs & costumes	397
Mnemonics	154	Mythology comparative	291	" ecclesiastical hist'y	277
Modeling	731	" Greek & Roman	292	" geography	917
Modern architecture	724	" Norse	293	" geology	557
" costumes, customs	393-399	Names	929	" history	970
" designs	748	Narcotics	615	" statistics	317
" geography	913-919	National costumes	390	" travels	917
" Greek	489	" customs	390	North Carolina	976
" history	940-999	Natural history	550-590	Northmen	948
" philosophy	190	" philosophy	530	Norway	948
" sculpture	735	" science	500	Nosology	616
Mohammedanism	297	" theology	210	Nova Scotia	972
Molecular physics	539	Naturalization	343, 325	Novels	813
		Nature	500	English	823
		Naval architecture	699	French	438

German	833	Oriental architecture	722	Patriotism	172
Italian	853	“ church	281	Patristic philosophy	189
Spanish	863	“ languages	490	Patronage	177
Nubia	962	“ philosophy	181	Pauperism	339
Numbers, book of	222	Origin of language	400	Pawnbroking	334
Numismatics	737	Ornamental botany	583	Peace and war	172
Nunneries	362	“ design	745	Pears	634
Nursery	649	“ work	745	Peat	644
Object teaching	371	Ornithology	598	Pedobaptism	264
Observations astronomical	525	Orphans	361	Peerage	322
Obstetrics	618	Orthography comparative	411	Peloponnesus	938, 949
Ocean transportation	387, 656	English	421	Penal law	345
Oceanica	990	French	441	Penance	244
botany	589	German	431	Peninsular war	946
customs and costumes	399	Greek	481	Penitentiaries	365
ecclesiastical history	279	Italian	451	Penmanship	652
geography	919	Latin	471	Pennsylvania	975
geology	559	Spanish	461	Pentateuch	222
history	990	<i>See Language.</i>		Perception	152
statistics	319	Ottoman empire	949, 956	Perfectionists	289
travels	919	Out-door sports	796-799	Perfumery	646
Odd Fellows	366	Oxford University	378	Periodicals, <i>see special subjects.</i>	
Odontology	611, 617	Oysters	594, 641	fine arts	705
Ohio	977	Paganism	290	general	50
Old French	449	Painters' lives	927	history	905
Old testament	221	Painting	750, 698	literature	805
Oil manufacture	664	Palæontology	560	natural science	505
“ painting	751	Palestine	956	philology	405
Ontology	111	Pantheism	212	philosophy	105
Operas	782	Pantheistic psychology	147	science	505
Opium	615	Papacy	282	sociology	305
Optics	536	Paper-hanging	698	theology	205
Oracles	133	Paper manufacture	676	useful arts	605
Oratorios	783	Paper money	332	Perpetual motion	531
Oratory	815	Papua	995	Persecutions	272
English	825	Paraguay	989	Persia, ancient history	935
French	845	Parchment	10	“ modern “	955
German	835	Parent and child	173	Persian language	495
Greek	885	Parish law	343	Personal liberty	342
Italian	855	Parks, public	711	“ property	342
Latin	875	Parliament	324	“ rights	342
political	329	Parliamentary law	348	Perspective	742
sacred	251	Parrots	598	Peru	985
Spanish	865	Parseeism	295	Pests, agricultural	632
Orchards	634	Partnership	343	Petrifaction	560
Orders of architecture	722-724	Parturition	618	Petroleum	549, 665
Ordination sermons	257	Passions	157	Pharmacopœias	615
Ordinance	355, 684	Pastoral theology	250	Pharmacy	615
Oregon	977	Patagonia	989	Phi Beta Kappa	366
Organ	786	Patents	608	Philology	400
Organic chemistry	547	Pathology	616	biography of	924
“ remains	562	Patriarchal institutions	321	Philosophy	100

Philosophy, ancient	180	Platonists, new	186	Porcelain	738
biography of	921	Playing cards	795	Portrait painting	757
Greek	180, 888	Plays, <i>see drama</i>	812, 792	Portraits, photographs	777
Latin	878	Pleading	348	Portugal	946
mental	150	Plumbing	696	Portuguese language	469
modern	190	Plurality of worlds	521	“ literature	860
moral	170	Pneumatics	533	Positivism	146
natural	530	Pneumatology	150	Postage-stamps	383
of art	701	Poetical books of Bible	223	Post-offices	383
history	901	Poetry	811	Potato	635
language	401	English	821	Pottery	738
literature	801	French	841	“ manufacture	673
science	501	German	831	Poultry	636
sociology	301	Greek	881	Powder	662, 355
religion	201	Italian	851	Practical astronomy	522
useful arts	601	Latin	871	“ theology	240
Phœnicia	939	Spanish	861	“ sermons	254
Phœnician language	493	Poets, lives	928	Practices of medicine	615
Phonetic short-hand	653	Poisons	615	Prayer	217
“ spelling	421	Poland	949	Prayer-meetings	247
Phonography	653	Polar Regions, geog hy	919	Preaching and preachers	250
Phonology	414	Polar seas	998, 999	Precedents	343
Photographic chemistry	771	Police	354	Precious metals	549
Photographs	773	Polish language	497	Predestination	231
Photography	770	Politeness	177	Pregnancy	618
Photo-lithography	775	Political associations	363	Pre-historic archæology	571
Phrase-books, <i>see language</i> .		“ economy	330	Presbyterians	284
Phrenology	139	“ essays	329	Prescriptions	615
Phthisis	616	“ institutions	363	Press, liberty of	324
Physical education	613	“ science	320	Primeval man	571
“ geography	551	“ sermons	256	Primitive Christianity	270
Physics	530	“ speeches	329	Primogeniture	322
“ molecular	539	Polity, ecclesiastical	262	Printing	655
Physiognomy	138	Polygamy	173, 345	Prints	769
Physiography	551	Polygraphy	40	Prison associations	362
Physiology	612	Polynesia, botany	589	“ institutions	365
“ comparative	591	customs and costumes	399	Prisons	365
Physiology, mental	131	ecclesiastical history	279	Private grounds	712
“ vegetable	581	geography	919	“ worship	248
Piano-forte	786	geology	559	Privateers	341
Picture galleries	759	history	996	Probabilities	519
Piedmont	945	languages	499	Production	338
Pig	636	statistics	319	Productions of the soil	533
Piracy	345	travels	919	Progress of civilization	312
Pisciculture	639	Polyps	593	“ of population	313
Plague	616, 614	Polytheism	290	Prohibited books	28
Planets	523	Pomology	634	Prohibition	178
Plans for building	692	Ponds, artificial	714	Projectiles	358, 531
Plants	580	Poor	339	Projection	744
landscape gardening	716	“ laws	343	Promissory notes	343
paleontology	561	Popery	282	Pronunciation, <i>see orthoepy</i> .	
Platonic philosophy	184	Population	312	Property	331

Property tax	336	Pyrites	549	Religious philosophy	201
Prophecy	231	Pyrotechnics	662	Remains	560
Prophetical books of Bible	224	Pyrrhonism	186	Rents	333
Prose composition, Greek	485	Pythagorean philosophy	182	Repentance	234, 241
“ “ Latin	475	Quadrupeds	599	Reptiles	598
Prosody, comparative	416	Quakers	599	“ palæontology	568
English	426	Qualitative Analysis	289	Republican institutions	324
French	446	Quantitative “	544	Resistance of materials	691
German	436	Quarantine	545	Resurrection	236
Greek	486	Quaternions	614	Retribution	237
Italian	456	Quotations	518	Revealed religion	231
Latin	476		819, 829, etc.	Revelation	231
Spanish	466	Race-Horse	798	Revenue	336
See Language.		Races, history	798	Reviews, see periodicals.	
Prostitution	618, 176	Racing	798	Revivals	269
Protection	337	Radiates	593	Revolution, American	973
Protestant episcopal	283	“ paleontology	563	“ French	944
Protestantism	283-289	Railroad engineering	625	Rhetoric	815
“ and Romanism	282	“ locomotives	621	“ sacred	251
Protoplasm	576	Railroads	385	Rhode Island	974
Protozoa	593	Railways, laws of	343	Rhododendron	582
paleontology	563	Rain	551	Riddles	819, 829, etc.
Provençal language	449	Rank	322	Riding	798
Proverbs, and quotations	819	Rationalism	211, 155	Right of search	341
“ Bible	223	Readers, English	428	Rights and liberties	342
Providence	214	“ see texts		Riots	343
Provincialisms	427, 437, etc.	Reading, art of	815	Ritualism	244
Pruning	634, 715	Reading courses	15, 16	River transportation	387
Prussia	943	“ for self-education	374	Rivers	551
Psalms	223	Real estate law	343	Roads	625
Pseudonyms	14	Reason	155	Rocky mountains	557, 917
Psychology	140	Rebellion, southern	973	Rodentia	599
Public accounts	336	Recipe books	640	Roman antiquities	937
“ buildings	725	Recreation	790	“ architecture	722
“ charities	361	Reformation	274	“ catholics	282
“ documents	328	Reformatory associations	364	“ history, ancient	937
“ funds	336	“ institutions	364	“ “ modern	945
“ health	614	Reformed church	289	“ literature	870
“ houses	390	Regeneration	234	“ law	349
“ lands		Regimen	613	“ mythology	292
“ meetings		Regulations of armies	355	“ sculpture	733
“ schools	378	“ of navies	359	Romance languages	440-469
“ speaking	815	Religion and science	215	Romance	813
“ worship	246	“ sermons	255	English	823
Pulpit oratory	250	Religions, Non-Christian	290	French	843
Pumps	532	Religious anecdotes	249	German	833
Punctuation, English	421	“ associations	362	Italian	853
Punishment	345	“ biography	922	Religious	249
Puritans	277, 289	“ education	377	Spanish	863
Puseyism	244, 283	“ fiction	249	Romansh language	459
Pygmies	599	“ institutions	362	Rome, ancient	937
Pyramids	916, 932	“ orders	271	“ modern	945

Romish church	282	Schleswig-Holstein	943	Shrubbery	716
Rope-making	677	Science, Natural	500	Siam	959
Rubber manufactures	675	biography of	925	Siberia	957
Ruminants	599	Scientific societies	506	Sicily	945
Rural architecture	728	" travels	508	Sick-room	649
Rural sports	796	Scotland	941	Sieges	355, 623
Russia	947	Scotch language	496	Sight	536
Russian America	977	" philosophy	192	" hygiene	613
" language	497	Scriptures	220	Signals	656
Sabbatarians	289	Scrofulous diseases	616	Sign painting	698
Sabbath	263	Sculpture	730	Silk culture	638
" reform	263	Sculptors' lives	927	" manufacture	677
" schools	268	Seamanship	656, 527	" worm	595, 638
Sacrament of baptism	264	Secession	342	Silver metal	549
" Lord's Supper	265	Second advent	236	" mines	628
Sacred biography	922	" sight	133	" money	332
" rhetoric	251	Secret societies	366	Sin	233
Sacrifices	221	Sects, Christian	280	Singing	784
Saddlery	686	Secular education	377	Sisters of Mercy	362
Sailors	387	Self-culture	374	Skating	796
St. Domingo	979	" education	374	Skepticism	211
Sale catalogues of books	17, 18	Semitic languages	493	Skin diseases	616
Salt manufacture	664	" literature	893	Skye	941
Salvation	234	Sensation	152	Slander	177, 345
Sandwich Islands	996	Sensational psychology	145	Slang	427, 437, etc.
Sanitary commissions	364	Sense	152	Slating	695
" " U. S.	361	Sepulchres	718	Slavery	32
" measures	614	Sepulture	614	Slavic language	497
Sanscrit language	494	Sermons	252-259	" literature	897
Sardinia	945	Serpents	598	Sleep	135
Satan	235	Servants	647	" walking	135
Satire	817	Servia	949	Small-pox	616, 614
English	827	Sewerage	614	Soap-making	664
French	847	Sewing	681	Social ethics	177
German	837	Sewing machine	681	Social science	300
Italian	857	Sex in education	376	Social worship	247
Latin	877	Sexual ethics	176	Socialisms	335
Spanish	867	Sexual science	618	Societies, fine arts	706
Savings banks	332	Sexes	136	" general	60
Saxon language	429	Shades and shadows	744	" history	906
Saxons	943	Shakers	289	" literature	806
Scandinavia	943	Shakesperiana	822	" natural science	506
Scandinavian language	498	Sheep	636	" philology	406
" literature	898	Shells	594	" philosophy	106
Scepticism	211	" fossil	564	" science	506
Scholastic philosophy	198	Shemitic languages	493	" secret	366
Schools	378	Ship-building	699	" sociology	306
" Sunday	268	" canals	626, 387	" theology	206
School architecture	727	Shipping laws	346	" useful arts	606
" houses	727	Shoemaking	686, 675	Society	177
Schools of art	707	Shooting	799	Sociology	300
" painting	753-756	Short-hand	653	" biography of	923

Socratic philosophy	183	State	320	Swedenborgians	289
Soils	631	" ethics	172	Swimming	796
Solar system	523	" papers	328	Swine	636
Soldiers	355	" rights	342	Switzerland	949
Somnambulism	135	" trials	345	Syllogism	160
Songs	784	Statesmen, lives	923	Symbolism	219
Sonnets, <i>see poetry</i> .		Statics	531	Synonyms, English	424
Sophist philosophy	183	Statistical methods	311	" French	444
Sorcery	133	Statistics	310	" German	434
Soul	233	Statuary	730	" Greek	484
Sound	535	Statute-law	343	" Italian	454
South Africa	968	Steam-engine	621	" Latin	474
botany	586	" fitting	696	" Spanish	464
geography	916	" navigation	527, 656	<i>See language.</i>	
South America,	980	Steel	669	Syphilis	616
botany	588	" engraving	762	Syria	956
customs and costumes	398	Stenography	653	Syriac language	493
ecclesiastical history	278	Stereotyping	655	Syro-Chaldaic	493
geography	918	Stereoscopes and views	776	Systematic botany	582
geology	558	Stethoscope	616	Tableaux	791
history	980	Stipple engraving	765	Tables, dining	643
statistics	318	Stock, live	636	Tables, mathematical	514
travels	918	Stocks	333	Tactics	355
South Carolina	976	Stoic philosophy	188	Tailoring	681
" seas	999	Stoneware	673	Takigrafy	653
Southern States	976	Storms	551	Tales, <i>see romance.</i>	
Spain	946	Stills	663	Tanning	675
Spanish language	460	Strategy	355	Tariffs	337
" literature	860	Strawberries	634	Tartary	959
" philosophy	196	Stringed instruments	787	Taste and criticism	701
Specie payment	332	Study methods	371	Taxation	336
Specifications for building	692	Stuttering	616	Taxidermy	579
Specters	133	Sublime and beautiful	701	Tea cultivation	633
Spectroscope	536	Submarine telegraph	384	Teachers and teaching	371
Spectrum analysis	544	Succession	323	Technology, chemical	660
Speeches, <i>see oratory.</i>		Suffrage	324	Teeth	611, 617
Spherical astronomy	521	Sugar-cane	633	Tehuantepec	978
" geometry	513	Sugar manufacture	664	Telegraph	384
" trigonometry	514	" planting	633	Telegraphy	654
Spiders	595	Suicide	131	Telescope	536, 522
Spinoza's philosophy	147	Sumatra	992	Temperaments	137
Spiritualism	133	Summer-houses	717	Temperance	178
Spontaneous Generation	577	Sun	523	Temperature	551, 534
Sports	796	Sunda	992	Templars	366
Stables	636	Sunday-schools	268	Tennessee	976
Stage	792	Supernaturalism	133	Testacea	594
Stained glass	745	Superstition	133	Testament, New	225
Stammering	616	Surgery	617	" Old	221
Stamps	383	Surnames	929	Testamentary law	343
Standing army	355	Surveying	622	Testimony	343
Starch manufacture	664	Susceptibility	157	Texas	976
Stars	523	Sweden	948	Textile fabrics	677

Texts, comparative	418	Tr. s mechanic	680	Upholstering	645
" English	428	" unions	367, 606, 331	Uruguay	989
" French	448	Tragedies, <i>see drama</i> .		Useful arts.	600
" German	438	Transactions	106, 206, 306, etc.	biography of	926
" Greek, with notes	488	Transcendentalism	142	Usury	334
" " without notes	880	Translation, Greek authors	880	Utah	977
" Italian	458	" Latin authors	870	Vases	738
" Latin, with notes	478	Transportation	380, 656, 345	Vaudois	272, 949
" " without notes	870	Transubstantiation	282	Vegetable physiology	581
" Spanish	468	Transylvania	943	" practice	615
Thanksgiving	244	Trapping	639	Vegetables	635
Theater, <i>see drama</i> .		Travels	910	Vegetarianism	613
" ethics	175	" scientific	508	Venereal diseases	616
Theaters	792	Treason	345	Venezuela	987
Theatricals	792	Treasury	352	Venice	945
Theft	345	Trees	580	Ventilation	697
Theism	217	Trees, ornamental	715	Ventriloquism	133
Theodicy	231, 214	Trespass	345	Vermont	974
Theological doctrine	230	Trials	340	Versification	811
" essays	204	Trigonometry	514	Vertebrates	596
Theology	200	Trilobites	565	" paleontology	566
" biography of	922	Trinity	232	Veterinary medicine	619
" devotional	240	Troubadours	449, 841	Villas	728
" natural	210	Trunk-making	686	Violin	787
" practical	240	Trusts and trustees	344	Virginia	976
Theoretical astronomy	521	Tungusic language	499	Virtue	170
" chemistry	541	Tunnels	625	Vision	536
" ethics	171	Turkey	949	Visions and dreams	135
Therapeutics	615	" in Asia	956	Vital principle	576, 612
Thibet	951	Turkish baths	613	Vocal culture	784, 815
Thirty-nine articles	283	" language	499	" music	784
Thomsonianism	615	Turning	674	Voice	784
Thought	153	Tuscany	945	Volcanoes	553
Throat diseases	616	Type founding	671	Voyages	910
Thunder	537	Typography	655	Wages	331
Tides	321	Tyrol	943	Wakefulness	135
Tiling	695	Understanding	153	Waldenses	272, 945
Timber	691	Uniforms	355	Wales	942
Tin manufacture	671	Unitarians	288	Walks	713
" mineral	549	United States	324, 973	Wallachian language	459
Tithes	336	botany	587	War ethics	172
Tobacco	615, 178, 633	customs and costumes	397	" science	355-359
Toilet	646	ecclesiastical history	277	Warehouses	380
Tolls	336	geography	917	Warming	697
Tombs	718	geology	557	Washing	648
Topographical engineering	622	history	973	Washington territory	977
Topography	910	statistics	317	Watch-making	683
Toxicology	615	travels	917	Water, artificial ponds, etc.	714
Tractarianism	244, 283	Universal History	909	" colors	751
Tract society	362	Universalism	288	" cure	615
Trade	380	Universities	378	" wheels	531, 621
Trade marks	608	University education	373	" works	628

Watering-places	613	Whist	795	Wool manufactures	677
Wax flowers	745	Will	159	Working classes	331
Wealth	331	Wills	343	Worship	246-248
Weather	551	Wind instruments	788	Writing	651
Weaving	677	Wine	663	" short-hand	653
Weights and measures	389	Wisconsin	977	Xylography	655
Welch language	496	Wit	819, 829, 839, etc.	Year Books	313
West Indies	979	Witchcraft	133	Yellow fever	616
" Virginia	976	Woman, education	376	Young men's association	362
Western States	977	" suffrage	324	Zodiac	521
Whale	599	Wood engraving	761	Zoölogy	590
Whale fisheries	639	" manufactures	674	Zoöphytes	593
Wheat	633	Wool	636	Zoroaster	295
Whigs	324				

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The works of an author known by more than one name are given all together, under the form of name chosen. Any other name or title by which he may be known, if it differs in the first three letters, is entered in its alphabetical place, followed by the word *see* and the name under which the books are entered. Such cross references have no titles given under them, but are simply guides to the name chosen.

A single dash indicates the omission of the preceding heading; a subsequent dash indicates the omission of a subordinate heading or of a title. A dash connecting numbers signifies *to and including*; following a number it signifies *continuation*. A ? following a word or entry signifies *probably*. Brackets enclose words added to titles or changed in form.

The German diphthongs *ä, ö, ü* are written, *ae, oe, ue*.

Dates are all given in years of the common calendar, and Arabic numerals are uniformly used for all numbers.

SUBJECT CATALOGUE.

THE SUBJECT CATALOGUE on large cards, can be used to advantage only with the aid of the *Classification* or *Index*. To find what the library has on any given subject, find from the Index the class number of that subject. Under this number in the Subject Catalogue will be found the full titles of the books, with imprints, cross references, and notes. The class number, by which the cards are arranged, is given in the upper left corner and immediately under it the book number. Any other class number given in the left hand margin refers to another subject of which the book also treats. When the class number at the top is followed by an additional figure in brackets, the subject as given in the printed scheme has been subdivided in arranging the cards. This subdivision will be found on the first card of the catalogue which bears this class number. These figures in brackets determine the arrangement of the titles in the Catalogue, but on the shelves, in the Shelf Catalogue, and in calling for and charging books, they are entirely disregarded. Thus a book numbered 942(7)·14 would be in the Catalogue among the 942 cards arranged by the figure in brackets as though it were a decimal, but it would be called for as 942·14, the brackets indicating that the final classing was limited to the Catalogue and was not extended to the shelves. If a fourth figure is added without brackets, the final classing is extended to the shelves as well as to the catalogue, and all the figures must be used in calling for the book. In such cases the added figure is treated as a decimal in the arrangement, though the decimal point is not written.

The last card which bears any class number, gives under that number, followed by the word *See*, the call numbers of other books which treat of the same subject, but are classed elsewhere. General cross references are also made in many cases without specifying individual books, as from *Commerce* as a question of *SOCIAL SCIENCE* (380) to *Commerce* as a *USEFUL ART*, *Book-keeping* *Business Manuals*, etc. (650). In such cases there is a card under 380, *see* 650 and under 650, *see* 380. From whatever stand-point a subject is approached the cross references guide at once to the same subject treated in its other relations. These cross references both general and specific are often accompanied by brief notes, characterizing the books to which reference is made. There will be found at the beginning of many class numbers, a card noting the most reliable books on that subject, and the best of the articles in periodicals, transactions, and collected works with the volume and page where they may be found. It is hoped to give special prominence to these notes for the guidance of readers, and they will be added as rapidly as other duties allow.

Many subjects will have no sub-section cards at the beginning; some will have no reference cards at the end; and some may have no titles given under the number. The scheme provides a place for books on all subjects, whether the library has them or not, so where no titles are given under a class number it shows that the library has as yet no books on that subject.

Articles in periodicals and transactions, separate volumes of sets and collections which are located together, if catalogued are put under their proper subject number, but no *book number* is given with it. The call number of the book, where they may be found, is always given in the margin preceded by the word
IN



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